



COUNTY OF SAN BERNARDINO  
STANDARD PRACTICE

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DEPARTMENT BEHAVIORAL HEALTH

SUBJECT LOST & FOUND

APPROVED

James McReynolds, Director

I. PURPOSE

To describe the procedures concerning lost and found property. The Lost and Found Unit is located at Property Management - Building #3.

II. POLICY

The Lost and Found accepts articles lost by members of the general public and employees. However, inpatients' clothing and personal belongings are not considered lost and found items.

III. PROCEDURES

- A. Forward all found articles to Property Management - Building #3.
- B. The Lost and Found Unit (Property Management) will:
  1. List these articles by the date received and identified.
  2. Store the lost articles for four weeks.